PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

June 11, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Present were Trustees Josh Bartos and Iver Finnesand. Also, present were System Manager Justin Carlson, and Clerk Mary Finnesand.

**AGENDA:** Proposed agenda reviewed, and motion made to approve agenda as revised by Bartos; second by Finnesand. Motion passed.

**PUBLIC COMMENT**: No public comments made at this time.

**MAY MINUTES**: The Board reviewed the May 14, 2021, minutes. Motion made to approve the minutes by Bartos; seconded by Finnesand. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 5/31/21: General Checking Account $50,574.56 and Reserve & Replacement $192,465.54. Outstanding accounts receivable totaled $3,879.89 as of the meeting date. Follow up invoices will be issued, including appropriate finance charges for those customers still outstanding. Motion to accept financial reports made by Bartos; seconded by Finnesand. Motion passed.

**MAY EXPENSES:** Maintenance Telephone: Venture Communications ($165.49); Pump & Control Maintenance: Duerre Excavation ($2,703.96), HR One Stop ($75.00), Winwater Works ($8,400.00), Dakota Pump & Control ($14,051.04); Misc Maintenance: Keller Mechanical ($266.26); Bank Service Charge: Dakotah Bank ($10.00); Office Supplies & Expense: Microsoft ($104.49), Reedstrom Law Office ($325.50); Payroll Liabilities: IRS ($915.20), QuickBooks Payroll ($1,285.08, $2,314.85); Electrical Usage: Ottertail ($68.03), LREA ($857.02); Water Usage: WEB Water ($37.87).

**MAINTENANCE REPORT:** Manager Carlson reported that three more individual pump repairs were completed in May. He ordered additional pumps to have on hand; however, they are back ordered at this time and won’t be shipped for 2-3 weeks. Carlson reported that the septic tank cleaning project is approximately ¾ completed. He has identified some instances where they could not locate access to the tank, or the cabin owner indicated that they no longer have a septic tank. Additionally, there’s a section of cabins that have tanks located between the cabin and the lake, prohibiting the pump truck from reaching the tank. The Board discussed solutions with Carlson and will follow up during the July meeting. Manager Carlson reported that he received the report from Dakota Pump & Control regarding the condition of the District’s used pump inventory. All pumps on hand are usable and proper impellers identified. Manager Carlson reported that SDAWRS completed the GPS work needed for the system map; however, has not received the file yet. Once received, Carlson will check the coordinates to verify accuracy before the final map is printed. Manager Carlson informed that Board that the additional 26 air relief valves have been delivered and Dakota Pump & Control will begin updating the east side next week.

**OLD BUSINESS:** The Board identified a volunteer to fulfill the remainder of Craig Bair’s trustee position through October 2022. The volunteer will be sworn in during the July meeting. The Board reviewed the initial high-level estimates to expand the sanitary system to leased land and to upgrade the existing system. The information has been provided to Mr. Jewett who will act as a liaison the PLSD and the Governor’s office. The Board tabled further discussion until feedback is received from Mr. Jewett. Trustee Finnesand conducted the first reading of the amendment for Ordinance 12A. Following the reading, Finnesand called for a motion to hold the second reading during the July 9, 2021, meeting scheduled for 4:00pm at the PLSD office. Motion made by Bartos; seconded by Finnesand. Motion passed.

**NEW BUSINESS**: Clerk Finnesand presented preliminary information to consider for the 2022 budget. The Board agreed that rates will need to increase to restore the reserve & replacement fund that has been utilized for the significant improvements currently underway. Clerk Finnesand will present a draft 2022 budget for discussion at the July meeting. The Clerk provided an update on office administration which includes responsibility changes for paying bills, receiving customer payments, and maintaining the bookkeeping duties. Clerk Finnesand has assumed this role and will continue to work the PLSD accountant to provide monthly financial reports. Due to the changes, trustee Finnesand made the motion to provide trustees Finnesand and Bartos, and Clerk Finnesand with signature authority for the District’s bank accounts; online banking with bill pay access to Clerk Finnesand and PLSD accountant G. Todd Garry, and debit card access to Manager Carlson and Clerk Finnesand. Motion seconded by Bartos. Motion passed. Clerk Finnesand proposed that the District purchase a basic cell phone with a prepaid plan for the Manager to use to carry out his duties. Benefits of getting the phone includes better access to the system text alert system and allowing the Manager to focus on customer repair calls rather than fielding all calls. Motion made by Bartos; seconded by Finnesand to move ahead with purchasing a cell phone. Motion passed.

**ADJOURNMENT**: Meeting ended at 4:55pm. Finnesand made motion and Bartos seconded to adjourn. Motion passed.

**NEXT MEETING**: Next meeting is July 9, 2021, at 4:00pm. Agenda will be posted on the District’s website ([PLSDistrict.org](http://www.plsdistrict.org/)) and at the office 24 hours prior to the meeting.

Submitted by Mary Finnesand, PLSD Clerk